

**STATEMENT OF WORK FOR
FACILITIES MAINTENANCE CONTRACT
OFFICE OF SECURE
TRANSPORTATION/NATIONAL NUCLEAR
SECURITY ADMINISTRATION (OST/NNSA)
ALBUQUERQUE, NEW MEXICO
KIRTLAND AIR FORCE BASE (KAFB)**

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STATEMENT OF WORK

1.0 INTRODUCTION

This Statement-of-Work (SOW) outlines facility maintenance and support services for the Office of Secure of Secure Transportation/National Nuclear Security Administration (OST) including the Aviation Branch (AB). The OST Facilities are located on Kirtland Air Force Base (KAFB), Albuquerque New Mexico (NM).

2.0 BACKGROUND

The OST Facilities under this contract are listed in Appendix B. The site infrastructure systems are a combination of aged and new material and are considered to be in good condition. These systems include: Communications, electrical, gas, sewer, water, HVAC and fire suppression.

3.0 SCOPE OF WORK

3.1 Fixed Price Line Item. The Contractor shall provide personnel, equipment, tools, vehicles, supervision, and other items and services necessary to perform all functions as defined in this SOW, under the terms/conditions of the contract, with the exception of those items and property identified as OST/AB Government Furnished.

The contractor shall perform maintenance on facilities, equipment, furniture and chairs, electrical systems, and high voltage equipment. Maintenance may include repairs or modifications to equipment that does not interfere with the function or design of equipment and is not intended to result in a significant extension of useful life.

Other duties shall include safety requirements, grounds maintenance, minor construction, janitorial services, and boiler operations and maintenance to include the boiler chemicals.

The fixed price line items shall also include all preventative and routine maintenance requirements, routine roads and grounds maintenance, normal janitorial frequencies as listed in the SOW, pest control, key service and mail delivery. All normal consumable items used for the above tasks shall be included in the fixed price line items of this contract.

Corrective maintenance and minor construction requiring less than 32 man-hours per task or job order shall be part of the fixed price with the exception of required parts and material over \$3,000 which will be reimbursed through the materials line item.

The contractor shall have a basic maintenance management system in place that will be able to track both preventative and corrective maintenance, warrantee information, etc. This system can be computer based or a manual system, but shall be able to keep all appropriate maintenance records and have access to sufficient information to generate required reports and provide back-up information for invoices.

3.1.1 Schedule. The Contractor shall provide a schedule for maintenance and required inspection items. I.e. periodic grounds keeping, OST/AB fire deluge system, system preventative maintenance, etc. and complete all required checklists and required documentation.

3.2 Minor Construction. Minor construction projects requiring less than 32 man-hours shall be priced as part of the fixed price line-items. Projects requiring over 32 man-hours per task shall be considered a Work Order. The contractor shall estimate and submit these work orders to the CO for negotiating and approval. In the case of a work order, the contractor shall be reimbursed for

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both labor and materials and shall have a system to track all costs associated with each work order. Furniture reconfiguration is part of this area.

3.3 Corrective Maintenance. In the course of performance under fixed price line items the Contractor may occasionally encounter task outside anticipated preventative, routine and normal corrective maintenance. Any work requirement for a single maintenance task over the threshold limit for of 32 man-hours will require a work order proposal to be negotiated with the CO prior to commencement of work. Any work under the threshold will be as per the contract requirements with labor and materials included and classified as a job order. Additionally, OST may want to add new facilities and square footage in Albuquerque to the basic contract coverage. In this situation, maintenance of those new facilities will be charged under this line item until the additional square footage impact can be negotiated and put into a fixed price line item.

3.4 Other Direct Cost Material. Materials costing in excess of \$3,000 are not part of the fixed price line items used for maintenance and repair or minor construction and will be reimbursed to the Contractor without fee. There will be a reimbursable materials Contract Line Item Number (CLIN) in the contract, and the Contracting Officer's Technical Representative (COTR) shall approve all reimbursable materials to be purchased.

4.0 COORDINATION WITH OTHER GOVERNMENT AND OTHER CONTRACTORS

4.1 Coordination with Other Government Agencies. The Contractor in performance of this contract, may from time to time be required to interface with other Government agencies to include, but not limited to, KAFB Civil Engineering, KAFB Fire Department, NNSA-SC Environmental, etc.

4.2 Coordination with Other Contractors. The Contractor shall fully cooperate with other contractors and the OST COTR. This COTR will be designated in writing by the CO. The Contractor shall not commit any act, which will interfere with the performance of work by any other contractor or Federal employee. The COTR shall resolve work schedule conflicts between this contract and the additional work of other contractor(s). The COTR shall provide written direction to the Contractor to reschedule work when required.

5.0 HOURS OPERATION

5.1 Operational Hours. The Contractor shall provide an adequate staff of personnel to satisfactorily perform the contract. Services shall be performed typically Monday through Friday during the core hours of 7:00 a.m. to 4:00 p.m. (or unless otherwise directed by the COTR) with expected deviations to these days and hours to address grounds maintenance or other services as required. Services will be performed with the least disruption to personnel working at the OST facilities.

5.2 Recognized Federal Holidays. The Contractor is not required to provide regular service on the following Federal holidays but will provide emergency services if required:

5.2.1 New Year's Day

5.2.2 Martin Luther King's Birthday

5.2.3 President's Day

5.2.4 Memorial Day

5.2.5 Independence Day

5.2.6 Labor Day

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5.2.7 Columbus Day

5.2.8 Veteran's Day

5.2.9 Thanksgiving Day

5.2.10 Christmas Day

6.0 CONTRACTOR PERSONNEL

6.1 Project Management. The Contractor shall provide a primary Project Manager (PM), who shall be responsible for ensuring adequate and timely performance of all work. The primary PM shall be named in writing to the NNSA SC Contracting Officer and the COTR, and shall be approved by the COTR prior to performing in this position. The Contractor, in the event that the primary PM is unavailable or unable to perform, shall provide an alternate PM, who shall be the central point of contact with OST. Additionally, the contractor should make contact with the facility POC prior to arrival to ensure the facility is accessible and the POC available.

6.2 Project Management Response Time.

6.2.1 The primary PM or alternate PM shall respond during normal OST duty hours (7:00 a.m. - 4:00 p.m., Monday through Friday, except Federal holidays), within 2 Hours of notification, to meet with OST personnel designated by the COTR to discuss performance under the contract.

6.2.2 After normal OST duty hours and on Saturday, Sunday and designated Federal holidays, the primary PM or alternate PM shall be available for emergencies within 2 hours of notification. Emergencies are defined as incidents that if left unattended would cause harm to the environment, pose a safety and health concern, cause irreparable damage to OST equipment of facilities or have a detrimental impact on OST mission.

6.2.3 The Contractor shall provide the COTR with the home and business telephone numbers including pager numbers for the Contractor duty personnel, the PM and the Alternate PM.

6.3 Experience Requirement. The primary PM and alternate PM must have demonstrated experience in the areas of: maintenance, pest control, appliance maintenance, grounds maintenance, and office relocations and moves. The primary PM and alternate PM shall have demonstrated knowledge or experience of the concepts, principles, techniques, and practices of the disciplines of mechanical, electrical, civil, and structural engineering as they apply to facilities maintenance and repair.

6.3.1 The Contractor shall provide necessary personnel to manage and accomplish all contract work and services.

6.3.2 The Contractor shall be responsible for the planning, organization, and control of resources to complete all work under the contract.

6.3.3 The Contractor shall provide overall project management, business management, and financial reporting, as may be required under the contract.

6.4 Employee Supervision and Control.

6.4.1 OST shall not exercise any supervision or control over the Contractor employees performing services under the contract.

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6.4.2 The Contractor employees shall be accountable solely to the Contractor, not OST. The Contractor, in turn, shall be accountable to OST for their employees.

6.5 Badge Requirement. All Contractor employees employed under the contract shall be required to have NNSA SC Contractor badges and a minimum "L" clearance. All "Q" clearances are desirable. These badges must be worn while working on the OST facility. Until Contractor personnel obtain security clearances, the Contractor will have to provide their own escorts.

6.6 Maintenance of Security Badges. Badges will be furnished by NNSA/SC. Neither the Contractor nor its employees shall alter the badges or reassign badges to a different employee.

6.7 Contractor's Training, Qualification, Certification, and Instruction Responsibility.

6.7.1 The Contractor shall ensure that each employee employed in the performance of the contract is adequately and fully trained, qualified, certified, and instructed to safely and competently perform the work.

6.7.2 All appropriate licenses and certifications required by the State of New Mexico shall be current and valid.

6.7.3 All Contractor and sub contractor's employees shall be U.S. Citizens.

6.7.4 Operational training is the responsibility of the Contractor who will ensure all his employees and subcontractors attend any appropriate training for the operations, maintenance, and repair of buildings or equipment. Other contractors installing new equipment shall provide maintenance personnel under this contract training on the new equipment. It is the Contractors responsibility to ensure all applicable maintenance personnel get any/all necessary training.

6.8 Mandatory OST Training. The Contractor shall ensure that all employees attend mandatory OST safety and security training within 10 days of beginning performance under the contract, and once annually thereafter.

7.0. SAFETY REQUIREMENTS

7.1 General. The Contractor shall take all reasonable precautions in the performance of the work under the contract to protect the environment, safety and health of Federal and Contractor employees and the general public. The Contractor shall comply with all applicable Federal, State, and local, standards, codes, policies as well as KAFB and NNSA requirements and DOE orders under the contract. Furthermore, the contractor will comply with applicable Federal, State, and local environment, safety and health regulations (including reporting procedures).

7.2 OSHA Compliance. The Contractor shall ensure employee compliance with OSHA safety standards and national consensus standards of the U.S. (e.g., American National Standards Institute (ANSI), National Electric Code (NEC), National Fire Protection Association (NFPA), etc.) for the protection of Contractor and Government personnel, Government equipment, and Government facilities.

7.3 Safety Inspections. The Contractor will allow OST personnel and OSHA inspectors to perform inspections of contract operations and work sites checking for regulatory compliance to standards.

7.4 Hazard Identification. The Contractor shall report and/or correct any observed safety hazards and notify OST of the hazard.

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7.5 Employee Responsibility. The Contractor shall instruct all employees in appropriate safety measures and inform them of their obligation to comply with regulations, standards, codes, and KAFB and OST requirements. Additionally, the contractor will ensure all employees are trained and properly instructed on the safe use of equipment and practices. Training will include initial and annual safety and security briefings.

7.6 Chemical Supplies. The contractor will follow applicable safety requirements and OSHA requirements for the storage and use of hazardous substances on OST property. Material Safety Data Sheets (MSDS), which show the chemical content of each product, must be submitted to OST personnel for chemical supplies used by the Contractor and maintained in work areas. Material Safety Data Sheets will be maintained in all work areas.

7.7 Storage. All materials, supplies, and equipment shall be stored in assigned storage areas either at the contractor's location or OST facilities. It is the Contractor's responsibility to secure all items susceptible to theft or removal from all OST facilities along with assuring compliance with OSHA, RCRA and other environmental regulations and requirements.

7.8 Site Specific Safety Plan (SSSP). The contractor shall establish, implement and maintain a SSSP for the protection of Government facilities and property and to provide a safe work environment for Federal and Contractor personnel and the general public. The Contractor shall furnish the SSSP to the CO ninety (90) days after the effective date of the contract. The SSSP shall comply with Occupational Safety and Health Administration (OSHA) and other applicable Federal, State, and local regulations, standards and codes. All plan updates shall be submitted to the COTR for OST's review and approval.

7.9 Accident Reporting. The Contractor shall record and report promptly (within 1 hour) to the COTR and the OST ES&H Branch, all available facts relating to each instance of damage to Government property and/or injury to Government and Contractor personnel. The Contractor shall maintain accident and incident reports on the contract operations in accordance with OSHA requirements.

7.10 Contractor Response to Accidents. In the event of an accident/mishap, the Contractor shall take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the COTR. Additionally, the Contractor shall follow all OST site-specific emergency procedures. The Contractor shall, if the Government elects to conduct an investigation of the accident/mishap, cooperate fully and assist Government personnel in the conduct of investigation until the investigation is completed.

7.11 Job Hazard Analysis. The Contractor shall perform a Job Hazard Analysis (JHA) prior to performing any high-hazard, unusual, or large-scale maintenance, repair, or construction activity. The JHA must be performed to identify all hazards associated with the tasks. The completed analysis shall be briefed to the COTR (as appropriate) and Contractor employees who may or will come in contact with the identified hazards prior to working the task. If task conditions change, a new hazard analysis shall be performed. The Contractor is responsible for documenting all JHA. Additionally, the Contractor shall report and/or correct any observed safety hazards and notify the COTR and the OST ES&H Branch of the hazard when appropriate.

7.12 Vehicle Safety. The Contractor shall ensure that all vehicles supplied by the Contractor used in the performance of the contract conform to and are operated in accordance with KAFB, DOE, Federal, State, and local regulations.

7.13 Emergency Medical Care. The medical services for the Contractor's personnel are the responsibility of the Contractor. However, DOE will provide, on an emergency basis, medical first aid assistance for injuries while an employee is performing under the contract.

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7.14 Personal Protection Equipment. The Contractor for this contract shall provide all personal protection equipment.

8.0 OST/NNSA FURNISHED, SERVICES, SPACE, AND EQUIPMENT.

8.1 Contractor Operating Space. OST will furnish or make available to the Contractor, the space for use in administering the contract, or space to be used as shop and material and equipment storage area. However, any required renovation to the space will be at the cost of the contractor.

8.2 Government Furnished Property. A limited amount of Government furnished property (GFP), will be provided for use in the performance of this contract. This GFP is primarily located at the OST AB and consists of lifts, ladders, and other property necessary to maintain equipment and lights in the OST AB hanger. Even though this GFP is primarily available for maintenance and repairs at the OST AB Hanger, it can be used at other OST facilities with the permission of the OST AB. The Contractor is not responsible for the maintenance and repair of the GFP. A complete list is attached in Appendix C.

8.3 Utilities. The Government will furnish all utilities consumed in the performance of this SOW to include electricity, water, natural gas, sewage, and HVAC for facilities and compressed air in installed systems at no cost to the Contractor.

8.4 Telephone and Internet Service. Telephone and Internet service shall be the responsibility of the Contractor to be procured through commercial sources.

9.0 CONTRACTOR FURNISHED VEHICLES, TOOLS, AND EQUIPMENT

9.1 Vehicle, Tools, and Equipment. The Contractor shall furnish any vehicles, tools, and equipment necessary to accomplish all required services. All Contractor vehicles shall be in good operating condition and meet all Federal, State, and local, including KAFB, safety and emission requirements.

9.2 Materials, Supplies and Repair Parts.

9.2.1 The Contractor shall acquire all materials, supplies, and repair parts required to provide services specified in the contract.

9.2.2 Component or replacement parts which are placed on OST equipment and facilities shall become the property of the Government. Parts shall not be removed from OST property at the termination of the contract.

9.2.3 The Contractor will arrange for warranty services for any and all equipment under warranty by manufacturers and maintain all warranties and documentation. This includes any equipment under warranty at the start of the contract.

10.0 SERVICE/SUPPORT COORDINATION

Scheduled and Unscheduled Utility Outages. The Contractor shall coordinate any scheduled utility outages including fire protection with OST, KAFB Fire Department, and KAFB Civil Engineering. The Contractor shall submit the schedule at least ten (10) workdays in advance of any planned outages. The outages shall be scheduled to ensure the least amount of disruption to OST and KAFB. The Contractor shall notify the affected facility personnel using appropriate notification media to ensure all affected customers are notified of the expected downtime due to outages (e.g. base power outages, blocked access, entomology spraying). If gas lines are affected, the Contractor shall re-light all pilot lights within four (4) hours after

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reinstatement of gas service. The Contractor is responsible for getting all digging permits from KAFB Civil Engineering or Sandia National Laboratories Facilities Group.

11.0 FACILITY MAINTENANCE WORK CLASSIFICATION

General - Services are defined as day-to-day work that helps achieve the overall mission by maintaining and preserving the facilities and training areas in a condition suitable for performance. Maintenance may include replacement, retrofitting, or performing modifications that will not alter the function, design, or performance of equipment. The maintenance is not intended to extend the useful life of the equipment and the contractor will take into consideration the age, condition, and history of each item when determined service to be performed. This scope does not include equipment whose replacement value exceeds \$3,000. However, minor construction, repair, and or renovation of facilities may be required. Maintenance also includes HVAC systems, applicable water heaters, all utilities internal to OST facilities and replacement of light bulbs where access and/or replacement could create an injury risk to the occupant and all florescent bulbs greater than 4 ft in length.

11.1 Preventive Maintenance - The contractor will perform preventive maintenance on all critical and important equipment, systems, and structures. Critical equipment is defined as equipment that a failure would cause possible harm to environmental, safety and health and would constitute an emergency repair. Important equipment is necessary for continuation of mission and would constitute an urgent repair. The contractor will use the equipment manufacturer's suggested maintenance recommendations and schedules in the absence of existing requirements. See Appendix A for a Maintenance Checklist for facilities.

Examples of Preventative Maintenance include:

- Preventive maintenance of all building air conditioning units.
- Preventive maintenance of all building heating units, replacement of filters and cleaning of units.
- Changing of water filters as required.
- Painting of building interiors and exteriors for all OST facilities.
- Weekly eyewash station functional checks and required maintenance.

11.2 Corrective Maintenance - The contractor will perform corrective maintenance to mitigate further damage to structures, systems, or equipment. Repairs are done in a timely manner to ensure continuity of operations. If equipment is under warranty, the contractor will arrange for warranty service. Corrective maintenance activities below the threshold shall be covered under the fixed price line items. Over the threshold, such activities shall be handled under the cost reimbursable maintenance line item and a work tasking negotiated prior to work commencement.

11.3 Emergency or Breakdown Repairs - The contractor will be available on a 24-hour basis to respond to notifications of property or equipment failure or malfunction. Repairs are to be done in a timely manner to ensure continuity of operations. If equipment is under warranty, the contractor will arrange for warranty service.

11.4 Special Maintenance Request - The COTR will approve all Contractor derived special maintenance requests. Such request includes special projects or work not specifically identified elsewhere in SOW. This area could also include special security requirements like the installation and removal of Jersey Barriers or other OST security requested tasks.

11.5 Routine Maintenance Requests - Customer work requests can be submitted via telephone, email, or in person. These requests should have the requesters name, contact phone number, location and description of required work. Certain request at the discretion of the COTR shall have the requester's supervisor's concurrence.

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11.6 The Contractor shall categorize job order requests as emergency, urgent, or routine as shown below:

Emergency – These calls will receive immediate attention and the initial response will be accomplished within 24 hours. Action on emergency calls will continue until at least a temporary fix is obtained or the danger is eliminated regardless of duty day considerations and regardless of the time required. The Contractor will ensure that the COTR, NNSA security personnel, building occupants affected by the work, and other OST agencies as appropriate are advised of the situation and accommodations made to proceed with the work with all due regard for the welfare of the occupants. All emergency service requests submitted to the Contractor, or emergencies identified by Contractor personnel, will be reported to the COTR and other Government agencies as requested. If the final repairs require over 32 man-hours, after a temporary fix is obtained and/or the danger is eliminated, then the contractor will prepare a task proposal for the repairs and the CO will negotiate and approve the price before final work commences.

Urgent – These calls will receive attention after emergencies and will be completed within one to two working days after receipt of materials. Examples of urgent calls are partial power outages and water leaks.

Routine – These calls do not qualify as emergency or urgent work and will be worked as time permits but will be completed within 30 calendar days after receipt of materials.

11.7 The classification of work and category of response must minimize disruption of normal service. Job orders must be received, processed and corrective actions executed in a manner that prevent damage to Government and private property, restore system operation, correct safety and security deficiencies and adequately support the mission. All fire, health and safety related calls shall be classified as emergencies. If the correct classification of a call is in question, the possibility of escalating damage is suspected, a negative impact to safety and security is possible, or mission disruption threatened, the Contractor will respond to the call as an emergency, perform an on-sight inspection, coordinate with the COTR, and jointly classify the call appropriately with the COTR. The following are examples of some job order work classifications:

SYSTEM CATEGORY

HVAC Units calls that impair the operation of a facility

Unit not cooling.....	Urgent
Condensate leak.....	Urgent
No heat (ambient temp below 60 deg).....	Urgent
No heat (ambient temp above 60 deg).....	Routine
All other HVAC are ROUTINE service calls.	

PLUMBING

Gas leak.....	Emergency
Broken supply lines, cannot be controlled	Emergency
Water leak (hot or cold); cannot be controlled at a valve or caught with a bucket.....	Emergency
Lawn Sprinkler failure causing damage or street flooding.....	Emergency
Lawn Sprinkler Miss-adjustment.....	Urgent
Hot water heater leak.....	Emergency
No hot water.....	Urgent
Water leak (Can not be controlled at a valve).....	Urgent
Commode/Urinal stopped up.....	Emergency

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All drain lines stopped up.....	Emergency
Sink, lavatory, or machine drain line stopped up.....	Urgent
Flooding.....	Emergency
Sewer gas smell.....	Emergency

All other utility calls are ROUTINE service calls.

ELECTRICAL

Sparking.....	Emergency
Burning smell.....	Emergency
No power	Emergency
Direct short	Emergency
Security alarm system inoperative.....	Emergency
Fire Alarm system inoperative	Emergency
Fire Suppression System malfunction or dump.....	Emergency
Recall Alarms.....	Emergency
All other alarm calls and system problems.....	Urgent
Motor Inop.....	Emergency
Motorized Gates Inop.....	Emergency
Receptacle switch inoperable	Urgent
Light inoperable (not bulb)	Urgent
Breaker tripped	Urgent

All other electrical calls are ROUTINE calls.

APPLIANCES

Refrigerator inoperative	Urgent
Garbage disposal inoperative	Urgent

All other appliance calls are routine service calls.

STRUCTURAL

Exterior door not secure.....	Emergency
Lock out.....	Emergency
Window glass broken (facility insecure).....	Emergency
Door or window lock inoperative (facility insecure).....	Emergency
Roof leak.....	Urgent
Collapsed wall or ceiling.....	Emergency

Repair or replacement of appearance items and all other calls are ROUTINE service calls.

12.0 FACILITY AND INFRASTRUCTURE SERVICES

12.1 Facility and Infrastructure Maintenance Management, General.

12.1.1 The Contractor shall provide personnel, labor, equipment (not counting OST AB GFP), tools, supplies, materials, supervision necessary to maintain, repair, and operate the facilities and supporting infrastructure to ensure cost effective and reliable support to OST.

12.1.2 The Contractor shall perform preventive and corrective maintenance to ensure a safe and reliable work environment for OST facilities, and Federal and Contractor employees.

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12.1.3 The Contractor's maintenance program shall give proper consideration to the age, condition, and maintenance history of each item.

12.2 Pavements/Equipment. The Contractor shall inspect, repair, and maintain road surfaces, curbs, gutters, sidewalks, & parking lots. This also includes maintenance and replacement of bumper blocks.

12.3 Interior and Exterior Finishes. The Contractor shall be responsible for the maintenance and repair of all interior and exterior finishes including, but not limited to, stain, paint and wall coverings. Repairs over 32 man-hours will be treated as special projects (work orders).

12.4 Electrical (Low Voltage).

12.4.1 The Contractor shall repair and maintain low voltage electrical wiring (600 volts and below), devices, electrical appliances, and equipment.

12.4.2 The Contractor shall perform Preventive and Corrective Maintenance on all electrical/electronic systems including:

- * Interior power distribution systems
- * Electrical panels
- * Uninterruptible Power Supply (UPS) systems
- * Smoke and fire alarm protection systems
- * Hanger deluge systems

12.4.3 The Contractor shall ensure adequate lighting is maintained for all security, OST/AB hanger and ramp, parking lot and pedestrian sidewalks at all times.

12.4.4 The Contractor shall provide maintenance of all conductors, raceway, and tap boxes located within OST facilities. This equipment shall be maintained in an operational status and shall meet security requirements.

12.5 Heating, Ventilation, Air Conditioning/Refrigeration (HVAC).

12.5.1 The Contractor shall repair and maintain the control systems and perform required testing and balancing actions IAW manufacturer's recommendations and industry standards.

12.5.2 The Contractor shall analyze deficiencies, diagnose malfunctions, troubleshoot, and repair HVAC equipment. This also includes maintenance and repair of other mechanical systems including, but not limited to, evaporative coolers, water fountains, heat exchangers, hot water heaters, and radiant heating systems.

12.6 Fire Alarms and Other Alarm Systems.

The Contractor shall repair, modify, test, maintain, and inspect all fire alarm systems, fire suppression systems, and fire detection systems. These systems include, but are not limited to, suppression systems, wet/dry sprinkler systems, dry chemical systems, ultraviolet/infrared (UV/IR) fire detection systems, all heat activated devices, wiring, transmitters, batteries, receivers, UV/IR flame detectors, ceiling smoke detectors, duct smoke detectors, fire alarm control panels, gas detectors, bells, horn/strobes, transceivers, keypads, relay modules, power supplies, and control units, IAW manufacturer's procedures manuals and handbooks.

12.7 Fire Alarm Protection Systems.

12.7.1 The Contractor shall be responsible to maintain, repair, troubleshoot, install, inspect, upgrade, program, test and calibrate alarm and associated components to comply with the

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construction standards where testing and installation are subjected to the manufacturer's recommended maintenance and installation procedures.

12.7.2 The Contractor shall respond to requests by NNSA/SC Security and or OST or other authorized personnel for fire alarm system maintenance. This includes emergency alarm repairs.

12.7.3 The Contractor shall place the highest priority on repairing fire alarm systems. The Contractor shall return these systems to service within one hour if all possible. However, intrusion alarms are not part of this contract.

12.7.4 The Contractor shall inspect and maintain all fire extinguishers including halogen extinguishers used to fight aircraft fires at the OST/AB hanger.

12.7.5 The Contractor shall be responsible to perform and record weekly deluge system inspections at the OST/AB facilities.

12.8 Roofing. The Contractor shall maintain all OST controlled facility roofing systems. Roofing types present include, but are not limited to, corrugated sheet metal, standing metal seam, composition shingle, and built-up asphalt. The Contractor shall co-ordinate roof repairs for the OST/AB hanger with the roof installer until the warranty expires 2010.

12.9 Grounds Maintenance.

12.9.1 General - In accordance with the provisions of this contract, the Contractor will support the OST in providing support in all OST facilities and grounds maintenance to ensure the grounds are clean, safe, and attractive. Grounds maintenance includes an area 20 feet on the outside of boundary of existing area fencing and include:

- Landscaped areas
- OST/AB ramps
- Walkways
- Pathways
- Parking lots
- Exterior stairwells and landings
- Wood decking
- Vacant permitted land
- Culverts
- Open drains and gutters

Grounds maintenance of some type is needed for approximately 5 acres of the OST 35 acres. Large ground equipment will need to be operated to keep grounds groomed. Maintenance would include mowing, weeding, trimming, and picking up of trash. The grounds maintenance also includes paved areas as well as additional parking lots.

12.9.2 Grounds - The Contractor shall provide the service on all grounds to the extent required to ensure that the grounds are clean, safe, and attractive. The Contractor shall water all trees, shrubs, and turf areas, and set and maintain timing devices. Grounds include:

12.9.2.1 Grass Mowing - The contractor will maintain all grounds so that grass height does not exceed 3 inches. Mowers will be set at a minimum height of 2 inches. Mowing of grounds normally begins in March and continues through November. Equipment operator will be responsible to keep debris from contacting personally owned and government owned vehicles. Operator could be held responsible for any damage to vehicles from negligent mowing practices (Applies to trimming also).

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12.9.2.2 Vegetation Control - All fences will be clear of any vegetation for a distance of 10 feet. Vegetation will not exceed 5 inches in height. All fence perimeters will be mowed at least once a month unless otherwise directed by the COTR.

12.9.2.3 Trim Grass and Weeds - Grass and weeds inaccessible to mowers will be kept at the same height of adjacent mow-able areas. These areas are normally found in and around lawns and grassed areas around building foundations, poles, post, bumper block, trees, etc.

12.9.2.4 Edging - All drives, walkways, street curbs will be edged so that vegetation or grass does not exceed an overhang of ¾ inches. All drives, walkways and street curbs edged will be clean of debris, grass, and weeds.

12.9.2.5 Tree and Shrub Maintenance - The contractor will maintain trees, shrubs, hedges, vines, and ground covers. Tree pruning will be accomplished in accordance with industry standards outlined in American Standards for Nursery Stock. The Contractor shall prune trees and brush in all areas as required to provide safety and security clearances and/or to prevent structural damage along with keeping the trees and brush healthy.

12.9.2.6 Policing Grounds - The contractor will promptly pick up and dispose of debris, leaves and branches on improved grounds, parking lots, stairwells, beneath wooden stairways, paved areas, and along all fence areas to maintain fire and safety standards.

The Contractor shall be responsible for maintaining all unimproved areas including outside the fence area up to 20 feet from the fence. Duties shall include, but are not limited to, policing up all trash and debris and erosion control.

12.9.2.7 Parking Lot Sweeping - Contractor will sweep and clean parking lots of dirt and debris. Weeds shall be removed by the contractor on a monthly basis, or as required by COTR.

12.9.2.8 New Plants, Flowers, Shrubs, Trees, Grass - The COTR may direct the contractor to develop a landscaping design to install watering systems and to plant new lawn areas, shrubs, trees, flowers or other vegetation. A cost proposal will be provided to the COTR prior to starting work.

12.9.2.9 Pest, Snake, and Rodent Control inside and around all of OST facilities - The contractor will be responsible to eliminate all roaches, mosquitoes, house flies, ants, spiders, silverfish, bees, wasps, hornets and any other crawling or flying insects considered to be a pest, nuisance or threat to any personnel. Control techniques will include chemical application; bait stations, glue traps, or sticky tapes. Honeybees, yellow jackets, wasps, hornets, and bumblebees shall also be controlled / eliminated by the contractor. The contractor will control rodents such as rats and mice by the use of traps, and glue boards. Skunks will be trapped and removed from the facility by a live trap. The Contractor in the control of rodents will use human / animal friendly methods. Birds such as pigeons, crows etc. are also considered pests for this contract purpose.

12.9.3 Safety Inspections - The Government reserves the right to perform safety inspections on the Contractor's equipment and method of performance and to direct safety related fixes and changes.

12.9.4 Maintenance of Grass, Vegetation and Watering - The Contractor shall accomplish ground sprinkler maintenance as on an as required basis to maintain any grass area.

12.9.5 Snow and Ice Removal -

12.9.5.1 The Contractor shall remove snow and ice to maintain clear and safe sidewalks, roadways, parking areas, emergency exits, and fire hydrants. Roadways and walkways shall be

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treated as needed to ensure safety. Walkways/rubber matting and ramps shall be de-iced as necessary by the Contractor so that these areas will be clean and safe for pedestrian traffic.

12.9.5.2 The contractor is responsible to remove snow and ice from all sidewalks, stairs, steps, ramps, and walkways. Government vehicle parking areas are included. Removal will be accomplished at least one hour before normal duty hours. Snow shall be shoveled, swept, or otherwise removed by approved chemical agents. Salt will not be used to melt snow. Crews shall be available 24 hours a day seven days a week for snow removal from the hanger entrances at OST AB to get mission airplanes out of the hanger for required missions.

12.9.6 Fencing. The Contractor shall be responsible for all existing fencing and any future installation of chain link, barbwire, metal, block, and wood, permanent, security, and containment fencing to include outriggers, gates and signs. Gates shall be oiled or bearings lubricated to ensure operational use as part of this contract.

12.10 Appliance Support.

12.10.1 General. The Contractor shall perform maintenance on the following Government owned appliances located at OST break rooms and the OST AB Hanger. Since required replacement of these appliances would be under \$3,000, the replacement costs would be under the Fixed Price Line Item.

12.10.1.1 Ice machine

12.10.1.2 Refrigerators

12.10.1.3 Microwaves

12.11 Inspections and Acceptance. OST verification inspections of services shall not constitute acceptance, nor replace the Contractors inspection or in any way relieve the Contractor of any responsibility to take all actions necessary to assure highest quality of service rendered.

13.0 UTILITY MONITORING SERVICES

13.1 General. The Contractor shall monitor electric, natural gas and water utility usage at all the OST facilities listed in this contract.

13.2 Recording. The first Monday of each month, the Contractor shall record meter readings for electricity, natural gas and water from the OST facilities. The Contractor shall use the NNSA/SC Meters form as provided.

13.3 Reporting. The Contractor shall report/submit electricity and gas readings for billing purposes to NNSA Service Center and Civil Engineering's Utilities Branch office.

13.4 Meter Services. The Contractor shall coordinate with the utilities provider for inspection, test, maintenance, repair, and calibration of the OST facility electric and gas meters IAW Air Force instructions. Additionally, meter calibration will be accomplished IAW Air Force Instructions.

14.0 JANITORIAL SERVICES

14.1 General - Janitorial service shall be provided for all OST buildings and leased space. **The only exception to the included space is the actual OST/AB hanger floor space.** The service will include vacuuming, windows cleaning, dusting, sweeping and mopping generally weekly as well as, restrooms stocked and cleaned appropriately. However, some facilities will take less frequent janitorial service.

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The contractor will provide a cleaning schedule consistent with the Statement of Work. The schedules for basic and periodic cleaning shall be submitted not later than 15 days after award of the contract, and annually thereafter. The Cleaning Schedule must show by area, the day, and shift when tasks will be accomplished. The building space is listed in Appendix B.

Cleaning and service details are as follows:

14.1.1 Daily Cleaning Services – Daily services will be provided to all OST facilities to include:

- Trash collection from all receptacles and shredders. Liners will be replaced in receptacles free of dirt, residue, soil, and odor. Trash will be disposed in the nearest outside trash collection container.
- Restrooms and Shower Areas. The contractor shall clean and disinfect all restrooms and shower areas. Cleaning and disinfecting includes all fixtures such as toilet bowls, urinals, sinks, faucets, showers, floor drains, and dispenser. The fixtures shall be free of scale, dirt, stains, streaks, residues, rust, scum, debris, and odors. Floors will be cleaned and disinfected. Restroom products will be re-supplied.
- Break rooms will be cleaned on a daily basis to include sinks, faucets, and dispensers. The fixtures shall be free of scale, dirt, stains, streaks, residues, rust, scum, debris, and odors. Floors will be cleaned and disinfected.

14.1.2 Weekly Cleaning Services – Weekly services will be provided to all OST facilities to include:

- Spot Cleaning – The contractor shall perform Spot Cleaning tasks that assure the continuous clean appearance of an area. After Spot Cleaning, the contractor shall ensure the area is free of all visible soil, debris, streaks, stains, dust, etc. The specific Spot Cleaning task are listed below:
 - Washable surfaces – All washable surfaces shall be free of visible soil, debris, streaks, stains, dust, etc. All not washable surfaces shall be free of visible spots and debris. Examples of washable surfaces include break room tables, chairs, counter tops, conference room tables, drinking fountains, white board trays and uncluttered work surfaces.
 - Interior Glass – all windows, mirrors, and interior / exterior sides of glass inserts in doors shall be free of visible streaks or soil.
 - Carpets – All carpeted floor surfaces shall be free of visible soil, debris, stains, etc.
 - Non-Carpeted Flooring – All non-carpeted surfaces will be free of dirt, debris, and soil. Contractor will maintain a uniform, protective coating of non-skid floor finish on waxed or sealed areas.
- Vacuuming – The contractor will fully vacuum all carpeted areas to remove all dirt, debris, and soil. Full vacuuming will be performed on all accessible areas such as corners, carpet edges along walls and furniture, and under furniture such as tables, chairs, and desks.
- Wet Mop Floors – All wet mopping and rinse will be provided on all hard floors. The contractor will ensure all anti-fatigue mats, adjacent furniture, baseboards and walls are free of visible streaks, detergent residue, soil, stains, debris, and standing water. Wet areas will be marked to alert others of slippery surfaces to avoid falls.

14.1.3 Periodic Cleaning Services - Periodic services will be provided to all OST facilities to include:

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- **High Cleaning (Light Fixtures)** – Light fixtures will include but are not limited to, ceiling lights, emergency exit lights, lighted signs, fans, and blades, canopy lights, and wall mounted lights. After cleaning the inside and outside of all light fixtures the contractor shall ensure the fixtures are free of streaks, bugs, dirt, dust, grease, and other foreign matter. This will be accomplished semi-annual.
- **High Cleaning (Window Coverings)** –Window covering cleaning includes the techniques of dusting, vacuuming and damp wiping. After cleaning, horizontal or vertical blinds and drapes the contractor shall ensure the windows are free of dust, soil, stains, and streaks. This will be accomplished semi-annual.
- **Exterior Window Surfaces** – The contractor is responsible to clean exterior building windows. After cleaning, windows will be free of streaks, dirt, smudges, water and other foreign matter. Screens will be inspected for wear and tear and replaced as required by maintenance personnel. This will be accomplished yearly.

14.1.4 Service Calls – The contractor will provide labor and material to perform unscheduled janitorial services as required. Service calls for cleaning include, but are not limited to, such items as: clean-up of overflowed restroom fixtures; restocking of restroom supplies; cleanup of spills; cleanup muddy or wet foyers and lobbies; and cleanup of broken glass.

The contractor will respond to janitorial service requests within one hour during normal duty hours.

14.1.5 Final Clean up – The contractor shall dispose of all dirt and debris resulting from work under this contract, on a daily basis, at the completion of work. Cleaning solutions shall be disposed in the proper plumbing fixtures (slop sinks or drains hooked to sanitary sewers).

14.1.6 Recycle Material – The contractor shall empty full recycle bins and paper on a as-needed basis using appropriate heavy duty bags. The bags shall be deposited at the nearest outside recycling collection point.

14.1.7 Cleaning Solution List – The contractor shall submit a list of all cleaning solutions, including the Material Safety Data Sheet (MSDS) to the COTR for review and approval within 15 days after the start of this contract.

15.0 MAIL SERVICES

The contractor will pickup mail from SC Building 390 and deliver and pickup mail at OST facilities located at the Operations and Training Facility at the OST Driving Pad, the OST Aviation Branch Hanger and Coronado Club once daily.

16.0 EFFLUENT TANK SERVICES

The Contractor shall provide service to sample and empty the OST/AB facility effluent tank when it indicates full. Analytical samples need to be first taken and processed to determine that the effluent tank does not contain any hazardous materials. If the contents contain no hazardous materials, then the Contractor will pump the tank to the sewer. However, if the effluent tank does contain hazardous materials, then the Contractor shall arrange, at his cost, to have the contents trucked to a hazardous materials disposal area.

17.0 KEY SERVICES

17.1 Key Control - The Contractor shall control all the keys to the Coronado Club main doors, equipment rooms and electrical equipment. Necessary keys for the OST AB and Western

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Command Operations and Training Facility shall be checked out from the OST representative at the other two facilities. Key control in these facilities is the responsibility of OST.

17.2 Locksmith Services – Contractor shall perform general locksmith services for all facilities. For locksmiths to work in classified areas, they must be Q cleared.

18 SPECIAL EVENTS COVERAGE

OST will be hosting various events throughout the life of the contract that will require effort to set up and break down chairs, tables and even tents. The Contractor shall be required to provide labor and rent tents, tables and chairs at times. Labor shall be part of the fixed price line item and equipment rental shall be part of the reimbursable materials CLIN.

19.0 FACILITIES CONTRACT TIMING

19.1 The Coronado Club Facility will be part of the initial contract square footage.

19.2 The OST AB Facilities may be part of the initial contract square footage and will come under the contract no later than June 1, 2006.

19.3 The OST Operations and Training Facility shall not be part of the contract until OST takes beneficial occupancy of the facility in October 1, 2006.

OST Maintenance Checklist Appendix A

AS NEEDED
✓ Fix leaky faucets
✓ Unclog slow-running drains
✓ Unclog toilets
✓ Wax and buff floors
MONTHLY
✓ Inspect and replace filters as necessary
✓ Clean and vacuum grill and inside compressor unit of central air conditioner when in use
✓ Walk around exterior to check general condition
SPRING
✓ Cut back any trees or shrubs touching the exterior (2x per year)
✓ Inspect and touch up exterior painting
✓ Inspect foundation for water penetration, settlement and crack
✓ Inspect or treat exterior wood for splintering, decay and insect damage
✓ Clean exterior windows (2x per year)
✓ Install window screens, repair as needed
✓ Clean gutters and inspect down spouts
✓ Inspect roof for warping, aging, moss and cracking
✓ Perform pest control (quarterly)
SUMMER
✓ Inspect exposed plumbing areas for dampness (2x per year)
✓ Fix loose or cracked caulking around tiles, sinks, tubs, showers, toilets, and counters
✓ Inspect appliance hoses and ventilation according to owner's manuals
✓ Clean and lubricate door hinges and lock
✓ Oil boiler room
✓ Patch walk way and other concrete, or treat asphalt
✓ Seasonal pest control
✓ Clean ceiling fans
FALL
✓ Inspect and clean ice machines
✓ Service furnace or other heating systems
✓ Clean and adjust humidifier on furnace
✓ Clean and vacuum heating ducts, grills, and registers
✓ Inspect, insulate, install storm windows
✓ Inspect, install weather stripping as needed
✓ Clean windows, mini blinds, and curtains
✓ Inspect and touch up interior paint
✓ Inspect exposed plumbing
✓ Test for carbon monoxide

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Quarterly
✓ Cut back and cleanup of debris along the inside and outside of the fence line as well as the cleaning out of culverts, drains and gutters.

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**OST Facilities
Appendix B**

Line #	Building #	Building Name	Approx Square Feet	Approx Square Feet
			FY 06	FY 07
		HVAC/Office/Repair Space		
1	AOWC O&TF	Office, Armory, Storage, Lockers, etc.		23,760
2	AOWC O&TF	Guard House for O&TF		212
3	Building 3212	Coronado Club Main Building	29,443	
4	Building 3214	Coronado Club Storage Building	2,311	
5	OST/AB 480	Maintenance Facility	4,000	
6	OST/AB 480B	General Office	1,440	
7	OST/AB 481	Hanger Floor Space	34,300	
8	OST/AB 481	Office Space Attached to Hanger	10,725	
9	OST/AB Storage	Unheated Metal Warehouse	2,400	
10	OST/AB 481B	Passenger Lounge	1,440	
11	OST/AB Training Build	Training Facility and Interconnect	1,692	
12	OST/AB Entry	Entry Facility	144	
		Total	87,895	23,972

Government Furnished Property Appendix C

The following Government Furnished Property (GFP) will be available for use at the OST AB Hanger Facilities. The Contractor employees will have to be certified to use any of the BFP, if certification or license is required.

- Heavy duty A Frame crane
- Portable and powered man lift
- Warehouse type fork lift
- Heavy duty, heavy lift fork lift
- Numerous ladders
- Portable work stands